



Environmental & Historic Preservation Worksheet

For preliminary Environmental and Historic Preservation review conducted by the State Mitigation Technical Team

Important: The State of Florida Mitigation Technical Unit will conduct the Environmental and Historic Preservation (EHP) Review for your project and the following information is needed. Once a preliminary review of the application and worksheet is conducted, the assigned Environmental Specialist will reach out with any questions or needs for clarification.

Note: A completed EHP Worksheet will expedite the Technical Review. Completion of this worksheet does not guarantee additional information will not be required. If additional information or clarification is needed during application review, the reviewer will contact you.

Requirements

The following information is the minimum amount of technical information required to complete the EHP review. Data collected in this document will provide reviewers with preliminary information necessary to evaluate potential environmental impacts.

All projects require an EHP review conducted by the technical team in order to achieve funding.

Section I – Project General Information

Project Name:	Worksheet completed by:
	Name:
	Title:
Sub-Applicant:	Phone:
	Email:

For additional information and resources, please refer to FEMA's [Environmental Planning and Historic Preservation checklist for Hazard Mitigation Assistance Application Reviews](#).



MITIGATION

Section II – Project Location

The table below allows data for up to 8 locations. If your project has more than 8 locations, you can either submit a second EHP Worksheet or attach a separate list providing the information requested below and in Section III.

ID	Project Location	Coordinates	*Age of Structure	Ground Disturbance?	Critical Action
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

*Applicable only if the proposed project involves a structure.

Section III –Environmental Details

ID	Flood Zone	FIRM Panel #	Panel Date	Preliminary Panel Available?	Preliminary Flood Zone	Preliminary Panel #	In a Wetland or Waterbody?	Seaward of CCCL?
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								



MITIGATION

Section IV – Additional Information

Please use this page to expand on the information provided above or to include any additional information relevant to the proposed mitigation project.



Section V – Minimum Required Supporting Documents Checklist

Below are the minimum supporting documents that each project needs in order to conduct an EHP Review. Please check each item off as they are uploaded into the application.

Aerial Map	
Photographs	
FIRM/FIRMette	
Age Verification Documentation	
1:24,000 Topographic Map	

Section VI – Additional Supporting Documents Checklist

Below are additional supporting documents that may be required in order to conduct an EHP Review. Please check each item off as they are uploaded into the application as applicable.

Ground Disturbance Map	
Public Notice Draft	
USACE/FDEP Section 404 Permit	
Environmental Resource Permit (ERP)	
Upstream/Downstream Impact Letter	



ENVIRONMENTAL & HISTORIC PRESERVATION WORKSHEET INSTRUCTIONS

Refer to the instructions below to complete the Environmental and Historic Preservation Worksheet using the best available data.

Section I: Project General Info

Project Name: Enter the name of the project title. This title should be the same as described on the application and other attachments.

Sub-Applicant: Enter your organization's legal name.

Worksheet completed by: Enter name, title, phone number, and email of the person completing this worksheet.

Section II: Project Location

Project Location: Provide a full description of the specific geographical location(s) such as address(es).

Coordinates: Provide latitude and longitude coordinates in decimal degree format (Example: 12.345678, -87.654321) for the location of project activities.

Age of Structure: The age of the structure where work will be performed. If no structure is involved, put "N/A."

Ground Disturbance: Will any groundwork occur to implement the project? Common ground disturbing activities include installation of concrete pads, site preparations, running electrical conduits, trenching, directional boring, and excavation. If ground disturbing activities are occurring, a Ground Disturbance Map is required to be attached to the application. See Section IV instructions for more details.

Critical Action: Is the project a critical action. Critical actions are definite as an action for which even a slight change of flooding is too great. Activities related to a critical action must be protected to against a 500-year (0.2% annual chance) flood event. Examples of critical actions would be eligible generator projects or actions related to critical facilities.

Section III: Environmental Details

Flood Zone: List all flood zones that the project activities will be within. Flood mapper:

<https://msc.fema.gov/portal/home>.

FIRM Panel: List all FIRM Panel Number(s) that a location will be in.

Preliminary Panel Available: Is there a pending Preliminary FIRM Panel for the project area? Yes or No.

Preliminary Panel #: List all Preliminary FIRM Panel Number(s) that a location will be in.

In a Wetland or Waterbody: Is the project in a wetland or a body of water? Wetland Mapper:

<https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/>.

Seaward of CCCL: Does the project have activities seaward of the Coastal Construction Control Line (CCCL). CCCL Mapper:

<https://ca.dep.state.fl.us/mapdirect/?webmap=a8c9e92fba-d5446d987a8dd4ee5dc5cc>.

Section V: Minimum Required Supporting Documents Checklist

Aerial Map: A good aerial map will contain a clear indication of where the project will be occurring and will include coordinates to the project area.

Photographs: Photos should be clear and represent the project area. Labels should indicate what the photos contain. Photos should show all sides of a structures if included in project activities.

FIRM/FIRMette: Project location should be clearly indicated on the map.

Age Verification Documentation: Documentation that shows the year the structure was built. As-builts or property appraiser website information are the most common forms of documentation.

1:24,000 Topographic Map: A topographic map with a scale of 1:24,000 with the project location outlined/indicated.



Section VI: Additional Supporting

Documents Checklist

Ground Disturbance Map: Required for project that includes any ground disturbance. The map shall include activities clearly outlined, coordinates for ground disturbance, area dimensions, and depth of disturbance.

Public Notice Draft: Required for flood mitigation projects, critical actions in a Shaded X flood zone or greater, or any project type in a Special Flood Hazard Area (SFHA). Only a draft should be submitted with the application, the reviewer will reach out when it is the appropriate time to post. The template can be found under the Application Section at

<https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/>.

USACE/FDEP Section 404 Permit: A Section 404 Permit or notice of No Permit Required (NPR) is needed for any project that is in or affects a wetland or body of water. Florida has 2 agencies that provide this permit, US Army Corps of Engineers and Florida Department of Environmental Protection. To determine which jurisdiction your project area falls into, use the following link. Please note that projects falling under multiple jurisdictions will require permits or NPRs from both agencies.

<https://fdep.maps.arcgis.com/apps/webappviewer/index.html?id=2cb8724cfd18408db80c8f2d7bb68a2e>.

Upstream/Downstream Impact Letter: Drainage projects ready for construction require a letter from the Professional of Record stating if the project will have any upstream or downstream impacts.